



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	5	Provider Registration And Operation Procedures	
Section	2	Application for registration (N.J.A.C. 10:126-5.2)	

§10:126-5.2 Application for registration

(a) An applicant for an initial or renewal Certificate of Registration shall submit to the sponsoring organization a completed application form, which shall include:

1. The provider applicant's name, address and telephone number;
2. A statement indicating:
 - i. The provider applicant, the alternate provider, if any, and the substitute provider are at least 18 years of age; and
 - ii. The provider assistant, if any, is at least 14 years of age;
3. A list of all adults residing in the provider applicant's household;
4. The number and ages of all children under 18 years of age residing in the provider applicant's household;
5. The hours in which the provider applicant plans to provide child care;
6. The name, address and telephone number of the provider assistant and the alternate provider, if any, and the substitute provider;
7. A statement from the provider applicant indicating that all pets are domesticated, free from disease, non-aggressive and meet all applicable State and local codes or ordinances pertaining to the keeping of pets and, as applicable:
 - i. All household pets shall be vaccinated; and
 - ii. Proof of current vaccination(s) as documented by a veterinarian shall be kept on the premises;
8. An indication as to whether the provider applicant wishes to be listed with either or both of the following:

i. The New Jersey Child Care Resource and Referral System;
and

ii. A list of registered providers that is available to the public
through the Office of Licensing;

9. A disclosure of information about and circumstances surrounding
any previous denial, suspension, revocation or nonrenewal of a Certificate
of Registration as a family child care provider in New Jersey or of a
license, certificate or other approval as a family child care provider in any
other state; and

10. A disclosure of the presence or absence of criminal convictions by
the provider applicant, the substitute provider, all members of the
provider's household who are at least 14 years old, and the alternate
provider and the provider assistant, if any.

i. Evidence of conviction of a crime, in itself, shall not
automatically preclude an individual from serving as a provider,
provider assistant, alternate provider or substitute provider, and
shall not automatically result in denying the application or revoking,
suspending or refusing to renew the Certificate of Registration.
Such determination shall be made on a case by case basis, in
keeping with the provisions of the State Rehabilitated Convicted
Offenders Act (N.J.S.A. 2A:168A-1 et seq.) which provides that a
person convicted of a crime may not be disqualified or discriminated
against by a licensing authority unless the conviction relates
adversely to the occupation, trade, vocation, profession or business
for which a license is sought.

ii. The provider shall notify the sponsoring organization by the
end of the sponsoring organization's next business day of any
criminal conviction(s) during the three-year registration period by
the provider, the substitute provider, a member of the provider's
household who is at least 14 years old, and the alternate provider
and the provider assistant, if any.

(b) An applicant for an initial or renewal Certificate of Registration shall also
submit to the sponsoring organization a health care provider's statement(s) for
the applicant, the alternate provider and the provider assistant, if any, and the
substitute provider, as applicable, verifying the applicant, the alternate provider,
the provider assistant and the substitute provider are in good health, free from
communicable disease and able to care for children. Such statement(s) shall be
based on a medical examination conducted within the six months immediately
preceding the submission of the application.

(c) An applicant for an initial Certificate of Registration shall also submit to the
sponsoring organization written proof of the results of either (c)1 or 2 below for
the applicant, the alternate provider and the provider assistant, if any:

1. A Mantoux tuberculin skin test with five TU (tuberculin units) of PPD tuberculin, conducted within the six months immediately preceding the submission of the application; or

2. A chest x-ray if the individual has had a previous positive Mantoux tuberculin test or has a medical contraindication that precludes a Mantoux test.

(d) The provider, the alternate provider and the provider assistant shall obtain additional Mantoux tests when required by the Office of Licensing based on a recommendation by the New Jersey Department of Health and Senior Services.

(e) An applicant for an initial Certificate of Registration shall also submit to the sponsoring organization one of the following, for both the applicant and the alternate provider, if any:

1. Two letters of reference, dated within three years immediately preceding the submission of the application, including at least one from a person who can attest to the individual's character, reputation and suitability to work with children; or

2. The names, addresses and telephone numbers of at least two persons who can provide letters of reference upon request.

(f) The provider applicant shall permit and participate in an announced or unannounced evaluation of the applicant's home by the sponsoring organization. The evaluation shall include:

1. Inspection of all rooms, furniture and equipment in areas designated for use by enrolled children; and

2. Access to all areas not designated for use by enrolled children, to observe whether any hazards to children exist.

(g) The provider applicant and the alternate provider, if any, shall attend eight hours of pre-service training provided by the sponsoring organization.

(h) The sponsoring organization shall process all applications for a Certificate of Registration without regard to the applicant's race, national origin, religion, sex, age, or geographic location.